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~~CONFIDENTIAL~~ DD/S Notice No. 25-110-1

DEPUTY DIRECTOR (SUPPORT)  
NOTICE NO. 25-110-1

TRAINING  
October 1957

FORMAL TRAINING OF MEMBERS OF THE ADMINISTRATION CAREER SERVICE

1. Policy

The following are minimum standards for training personnel of the Administration Career Service:

A. General

1. For all clerical personnel GS-6 or below:  
Administrative Procedures (B-4)
2. For all professional personnel GS-7 and above:  
Intelligence Orientation (B-3)
3. For all supervisory personnel GS-7 through GS-12:  
Basic Supervision (B-7)
4. For all personnel of Branch, Staff or Division Chief level:  
Basic Management (B-8)

B. Administration Panel

1. For all personnel GS-11 through GS-12 assigned as Administrative Officer (DD/P Headquarters):

Operations Support (B-5)  
Techniques in Development of Budget Estimates

2. For all personnel GS-11 through GS-12 assigned as Administrative Officer (DD/P Field):

Operations Support (B-5)  
Budget and Finance Procedures (B-25)  
Logistics Support

3. For all personnel GS-13 through GS-15 assigned as Administrative Officer (DD/P and DD/S; Headquarters and Field):

Operations Familiarization (O-2)

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C. General Counsel Panel

1. For all personnel GS-12 and above:

Operations Familiarization (0-2)

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D. Audit Panel

1. For all personnel GS-7 through GS-11:

Operations Support (B-5)

2. For all personnel GS-14 through GS-15 assigned to DD/P Field:

Operations Familiarization (0-2)

E. Commercial Panel

1. For all personnel GS-12 through GS-15:

Operations Support (Tradecraft Principles Phase) (B-5)

Basic Management

Basic Country or Regional Survey

F. Management Panel

1. For all OAM Examiners, Business Machine Technicians and Records Management Analysts GS-9 through GS-15 assigned to ID/P Area:

Operations Familiarization (0-2)

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Except as otherwise provided by CIA  waiver of these requirements can be approved only by the Head of the Administration Career Service.

2. Procedures and Coordination with Training Officer

The training standards outlines above are an important element in the professional development of members of the Administration Career Service and are goals to be achieved by steady progress and orderly planning. Staff and Division Chiefs will coordinate with the appropriate Training Officer plans and actions required to insure that these training standards are satisfied. The required courses should be taken as soon as possible after EOD or prior to reassignment or promotion, as appropriate.

3. Training Beyond Required Minimum

This instruction prescribes only minimum standards for training SD:SA personnel for various general categories of duty. Staff Chiefs are urged to enroll personnel in additional internal and external training which will further their effectiveness and career development.

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/s/ L. K. WHITE

Deputy Director  
(Support)

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